

SECRET

7 February 1972

MEMORANDUM FOR: Assistant Deputy Director for Support

THROUGH : Chief, Support Services Staff

SUBJECT : Report on the Records Officer Conference and Panels

1. Attached for your information is the requested overall report on the Conference of Agency Records Management Officers and a summary of the recommendations by their eight Panels. The attached report is arranged to include:

Summary of Conference Background and Panel Reports  
with Attachments of: Eight full Panel reports,  
List of Panel Chairmen,  
Copy of Conference Agenda, and  
Summary of Critiques

2. Our follow-up procedure and reporting have been patterned after the successful Conference of Support Officers. Here too, we recognize the bulk of the report but we consider it to be commensurate with the relative bulk of the records problems to be solved.

3. The Panel reports have been sent to each member of the Agency Records Management Board and the follow-up was the subject of the Board's January meeting. The Panel proposals are being studied by my Staff and the Board members to identify the action required at Component, Directorate, and Agency levels. Corrective action will be taken by Records Officers or where appropriate formal requests will be developed by the Board or by me and submitted to the officials concerned. The Chief, Support Services Staff, will be kept apprised of these developments.

4. I shall continue to coordinate this follow-up operation as the Agency Records Officer and Board Chairman. I am encouraged by the increased activity on the two problems studied. The Directorates actually have net volume reductions so far this fiscal year in their 1,000-foot growth limitation, and several Components have completed first drafts of their Retention Plans. I shall appreciate having your reactions and comments to these Panel findings and proposals.

  
CIA Records Administration Officer

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